

How do I know if my work search actions are acceptable?



If you collect unemployment insurance (UI) benefits, you are given a work search status. Your status is either Employer Attached or Work Seeking. **If your status is Work Seeking, you must complete five (5) work search actions per week.**

You must report your work search actions in your weekly certifications. Please give enough information so the Idaho Department of Labor can verify your actions.

If the details and contact information provided for a work search action cannot be verified by the department, benefits may be denied and overpayments may be established. To avoid this, claimants are encouraged to save proof of their work search actions such as correspondence with employers as well as screenshots showing dates, interview invitations and workshop attendance records.

Acceptable actions

- Submitting an application, resume, cover letter or letter of interest to an employer.
- Interviewing for a position. Interviewing with an employer who you have used for another action is acceptable.
- Getting work search help from Idaho Labor. Attend an interview preparation class. Participate in a mock interview. Or meet with a staff member one-on-one.
- Attending a RESEA interview. If selected, you must attend this interview to qualify for benefits. You can use this interview as a valid work search action for the week in which it is completed.
- Attending a job seeker event such as a job fair, virtual job fair, hiring event or employer-sponsored workshop/recruitment activity.
- Registering with a staffing service, recruiter or placement agency.
- Using placement services that offer professional job seeker help.
- Completing employer-required assessments or tests for a job. Examples include a background check, drug test, civil service exam, eSkills test or typing test.
- Marketing yourself to an employer through an elevator pitch, LinkedIn profile or online job board.
- Completing a job search assessment like a personality, skills or interests assessment.

Unacceptable actions

- Simply asking a business if they are hiring or for an application. Calling, emailing or visiting a business to ask if they are hiring or if you can have an application is not enough to qualify as a work search action. If you find out the employer is hiring and follow up by submitting a resume or application, then this would be a valid work search action.
- Searching for work but not finding anything to apply for. Reporting that you haven't found any job to apply for is not acceptable. Reporting that you failed to apply for any jobs because you don't qualify for them is also unacceptable. If you need help looking for jobs to apply for, go to [IdahoWorks](https://www.idahoworks.com). Set up an account if you have not already done so.

- **Seeking self-employment or 1099 gig work.** You must look for work with an employer who will pay you wages.
- **Failing to apply as instructed.** If you fail to follow application instructions, this action is unacceptable. For example, an employer may only accept online applications. If you fail to apply online, you may not use that employer for an action. You must also follow up on any job referrals you receive from the department. If you don't apply for the job, the referral is not an acceptable work search action.
- **Following up with a past action or repeating employer actions.** Repeated actions for the same position are not acceptable. However, it is good practice to check back with employers.
- **Checking in with a staffing agency.** The initial application is acceptable. Repeated follow-ups with the same staffing agency are not acceptable actions.
- **Contacting your part-time employer or your most recent employer.**
- **Applying for work you are not qualified for.** You must have the skills or education to do the job. Otherwise, the application is not an acceptable action.

Additional information

Visit labor.idaho.gov to make an appointment with a navigator for help using or understanding the unemployment insurance system. You can also view the department's FAQs to find answers to common questions related to unemployment insurance.